

National Aeronautics and
Space Administration
George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



NOV 30 2000

Reply to Attn of: AD01

TO: MSFC Documentation Repository Customers

FROM: AD01/Sheila S. Cloud


SUBJECT: MSFC Documentation Repository, Electronic Document Processing

Due to the additional reductions in the Center's Institutional budget this year, it has become necessary to make significant reductions in the Center's Documentation Repository. As a result of these reductions the Repository is no longer able to accept and process paper documents. As of January 2, 2001, all submittals to the Repository must be made electronically in formats in accordance with the attached guidelines.

Although budget reductions have forced us into this situation at this point in time, we believe that this is the right way to move for the future and will bring improved efficiency and effectiveness to the operation of the Repository. We regret any hardships that this change may cause, but believe that the long-term effect will be a more efficient process for all.

If any of you have circumstances that mandate the continued processing of paper documents, this can be accommodated with the proper amount of funding to cover the cost.

Your cooperation in making this change is appreciated and will allow the Repository to continue to provide services to you and other customers.


Sheila S. Cloud
Director
Center Operations Directorate

Enclosure

Distribution:
SDL-1

STANDARD FORMATS FOR ELECTRONIC SUBMISSIONS TO MSFC DOCUMENTATION REPOSITORY

The MSFC Documentation Repository strongly recommends the following file formats for electronic document submittals:

- ❑ Adobe Portable Document Format (PDF) for "Bookform" documents.
(A & B size reports, manuals, standards, specifications etc.)
- ❑ Multi-page Tagged Image File Format (TIFF) for engineering drawing sets.
(CCITT Group IV LSB)

The Repository EDMS can manage multiple renditions of the same document, and can store the source file (MS Word, HPGL, etc.) in addition to the PDF or TIFF rendition. Submitting multiple renditions of each document is encouraged.

The following are known issues associated with using other than the standard file formats:
These issues are outside the control of the MSFC Repository, and the responsibility for using non-standard file formats resides with the document originator.

1. Repository personnel have been trained to handle PDF and TIFF documents. They do not have tools or experience with other formats, and will not be in a position to support users who experience problems using other file types.
2. The viewing application (or web browser plug-in) must be available for all users to view and print the document. The Repository is not responsible for providing or supporting the application (or plug-in). NOTE: The version is significant.
3. Longevity of content files is dependent on file format. Records management/retirement/archiving must be considered. (Back file conversions are typically slow, costly efforts. The Repository is not responsible for converting these files.)
4. Drawings, EPLs, EOs, MSFC Form 2896, etc., cannot be bundled into a single electronic file by the Repository. (This will cause searches by document number to return long lists of results, as there will be a match for the drawing as well as each and every corresponding EO and EPL.)
5. Documents must be re-released after each update. The Repository will not be able to incorporate changes into other file formats.
6. Full-text indexing may not be available.